



## Loudoun County, Virginia

www.loudoun.gov



### Department of Family Services

102 Heritage Way, N.E., Suite 103, Leesburg, VA 20176-4544

(703) 777-0353 • Fax: (703) 737-8411

To Report Child Abuse and Neglect (703) 771-KIDS

## **AFFORDABLE DWELLING UNIT (ADU) PURCHASE PROGRAM PURCHASE PROCESS**

If you meet the requirements of the ADU Purchase Program, you will be issued a **Letter of Eligibility**. This letter is valid for one (1) year and will indicate the names of all Applicants, the last 4 digits of the applicable Social Security Numbers. It also contains the household size and the total dollar amount of income used to qualify for the program. The letter will also indicate the applicable priority group based on the following criteria:

1<sup>st</sup> Priority: At least one applicant Lives & Works\* In Loudoun County

2<sup>nd</sup> Priority: At least one applicant Works\* in Loudoun County

3<sup>rd</sup> Priority: Applicants live in Loudoun County

4<sup>th</sup> Priority: Applicants neither live nor work in Loudoun County

\*The term "works" refers to Applicant(s) workplace being located in Loudoun County from their primary job or occupation. If an applicant has a second job, the location of this job will not be used to determine priority.

Participants on priority list one (live & work in Loudoun County) will be served before participants on any other priority list.

Loudoun County Department of Family Services **will not** provide program participants with their number on any priority list.

If you have not purchased a home within the first 10 months of program eligibility, it is your responsibility to renew your Eligibility to remain in the program for an additional year without losing your position on the Priority Lists. You will receive a letter reminding that program eligibility must be renewed up to sixty (60) days prior to expiration. If your Letter of Eligibility expires, your name will be removed from the respective priority list and your file will be closed. If you reapply for the program, your name will be placed at the bottom of the appropriate priority list.

### **Purchasing a New Construction Home:**

When a builder has ADU properties to market, they will send a "Notice of Availability" and marketing materials to the County Department of Family Services. The Notice of Availability will indicate the number of ADUs being marketed and other details, including unit size, number of bedrooms/baths/price and other pertinent information. A Housing Specialist for the County will mail a fact sheet and

the marketing information certificate holders. It is your responsibility to contact the builder if you may be interested in one of the units. If you are not interested in a unit, you are not obligated to contact the builder. The builder will accept contracts by priority order for the first ten (10) days. After all certificate holders who contacted the builder in the first ten day period have been served, the builder will accept contracts on a first-come, first-served basis for any available units. If you are not interested in the unit, you are not obligated to contact the builder. The builder is also given a list of names for all persons who are sent the materials and they may follow up by calling you.

Once you are under contract to purchase a home through the program, your name will be removed from the Priority Lists and placed on a list for persons who are Under Contract. However, if the contract is voided and settlement does not occur, you will be placed on the appropriate priority list based on the date and time your initial Letter of Eligibility was issued. It is your sole responsibility to notify the Department of Family Services if and when a contract is voided.

### **Purchasing a Resale Property:**

Resale Properties are ADUs owned by persons, such as yourself, who have purchased a home and now want to sell the property, pursuant to the program requirements. When you attend the Intake Initial Briefing, you will be provided with instructions on how to log-in and view properties on the ADU Resale Website.

Resale properties are available to all persons with a valid Letter of Eligibility. Live/Work Priorities do not apply to Resales.